

“This is only a **preview** of the exam questions. To take the actual exam, please refer back to the bulletin and click on the ‘**Click here to go to the Internet Exam**’ link at the bottom of the bulletin.

Information Officer 2

Training and Experience Evaluation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Information Officer Series examination consists of a Supplemental Application used to evaluate your education, training and experience.

This Supplemental Application, which consists of a Training and Experience Evaluation, is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your performance in the examination will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores. Your responses are subject to verification before appointment to a position.

For the following questions please indicate a) how important each of the following tasks were in your previous work experience, b) how much training/education you have received related to each task, and c) how recent your experience, training and education is with respect to performing each task. Use the rating scales that are provided with each task. NOTE: The rating scales may be different for various tasks. Please read them carefully before responding.

Section #1

Utilizing Technology (e.g., computers, presentation aids, media)

For questions 1-5, indicate:

1. Job Tasks: Write public-relations documents (e.g., press releases, marketing plans, brochures, web pages) and other departmental materials using a word processor.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

2. Job Task: Using computerized tools such as databases or the Internet to search for public relations-related information.

How important was this job task to your previous job(s)?

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Critical |
| <input type="checkbox"/> | Moderately important |
| <input type="checkbox"/> | Slightly important |
| <input type="checkbox"/> | Not important |
| <input type="checkbox"/> | No previous experience |

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Extensive (A college degree or certification) |
| <input type="checkbox"/> | Moderate (Multiple classes but with no degree or certification) |
| <input type="checkbox"/> | Limited (Read several books or practiced some on your own) |
| <input type="checkbox"/> | None (No previous training or education) |

How long has it been since you performed this task or received your training?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Within the last year |
| <input type="checkbox"/> | More than 1 year to 2 years ago |
| <input type="checkbox"/> | More than 2 years to 5 years ago |
| <input type="checkbox"/> | More than 5 years ago |
| <input type="checkbox"/> | Never performed |

3. Job Task: Use graphics software to create professional-looking public relations materials that effectively communicate relevant material to target audiences.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

4. Job Tasks: Develop and edit organizational publications for internal and external audiences, including employee newsletters and agency reports.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

5. Job Task: Develop and maintain the content for department Internet or intranet web pages in order to effectively disseminate information.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #2

Building and Maintaining Effective Interpersonal Relationships

For questions 6-9, indicate:

6. Job Task: Establish and maintain cooperative relationships directly with high level government officials.

How important was this job task to your previous job(s)?

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Critical |
| <input type="checkbox"/> | Moderately important |
| <input type="checkbox"/> | Slightly important |
| <input type="checkbox"/> | Not important |
| <input type="checkbox"/> | No previous experience |

How long has it been since you performed this task or received your training?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Within the last year |
| <input type="checkbox"/> | More than 1 year to 2 years ago |
| <input type="checkbox"/> | More than 2 years to 5 years ago |
| <input type="checkbox"/> | More than 5 years ago |
| <input type="checkbox"/> | Never performed |

7. Job Task: Establish and maintain cooperative relationships with traditional media outlets such as television, print, radio, etc.

How important was this job task to your previous job(s)?

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Critical |
| <input type="checkbox"/> | Moderately important |
| <input type="checkbox"/> | Slightly important |
| <input type="checkbox"/> | Not important |
| <input type="checkbox"/> | No previous experience |

How long has it been since you performed this task or received your training?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Within the last year |
| <input type="checkbox"/> | More than 1 year to 2 years ago |
| <input type="checkbox"/> | More than 2 years to 5 years ago |
| <input type="checkbox"/> | More than 5 years ago |
| <input type="checkbox"/> | Never performed |

8. Job Task: Establish and maintain cooperative relationships with alternative media outlets such as ethnic media, trade press, blogs, and other online sources.

How important was this job task to your previous job(s)?

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Critical |
| <input type="checkbox"/> | Moderately important |
| <input type="checkbox"/> | Slightly important |
| <input type="checkbox"/> | Not important |
| <input type="checkbox"/> | No previous experience |

How long has it been since you performed this task or received your training?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Within the last year |
| <input type="checkbox"/> | More than 1 year to 2 years ago |
| <input type="checkbox"/> | More than 2 years to 5 years ago |
| <input type="checkbox"/> | More than 5 years ago |
| <input type="checkbox"/> | Never performed |

9. Job Task: Establish and maintain cooperative relationships with community members, consumers or other constituency groups.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #3

Applying Effective Organizational Skills

For questions 10-14, indicate:

10. Job Task: Establishes and documents the objectives of an agency's information/public-relations program.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

11. Job Task: Plan, execute, and manage formal news conferences to disseminate critical department or company-related information.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

12. Job Task: Plan and coordinate sponsorships or other publicity-related activities in order to raise public awareness of the organization's goals or objectives.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

13. Job Task: Develop plans and procedures to maintain or repair the organization's image and identity in the event of adverse events or crises. *Please rate your experience and education with respect to each of the job duties below using the scales provided.*

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

14. Job Task: Provide mission critical advice to management with respect to maintaining effective public-relations.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #4

Reading, Comprehending and Applying Written Documents and Materials

For questions 15-17, indicate:

15. Job Task: Review and edit newspaper/press releases for the purpose of disseminating information to members of the general public.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

16. Job Task: Review and edit scripts for radio or television announcements.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

17. Job Task: Read and interpret requests for highly sensitive information from high level government, management or constituency representatives.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #5

Conducting Public Relations-Related Research

For questions 18-19, indicate:

18. Job Task: Conducts research in the preparation of news releases, articles and speeches.

How important was this job task to your previous job(s)?

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Critical |
| <input type="checkbox"/> | Moderately important |
| <input type="checkbox"/> | Slightly important |
| <input type="checkbox"/> | Not important |
| <input type="checkbox"/> | No previous experience |

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Extensive (A college degree or certification) |
| <input type="checkbox"/> | Moderate (Multiple classes but with no degree or certification) |
| <input type="checkbox"/> | Limited (Read several books or practiced some on your own) |
| <input type="checkbox"/> | None (No previous training or education) |

How long has it been since you performed this task or received your training?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Within the last year |
| <input type="checkbox"/> | More than 1 year to 2 years ago |
| <input type="checkbox"/> | More than 2 years to 5 years ago |
| <input type="checkbox"/> | More than 5 years ago |
| <input type="checkbox"/> | Never performed |

19. Job Task: Using appropriate research methods, conduct a demographic breakdown in order to determine the best way to communicate relevant information.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #6

Utilizing Effective Public Speaking and Verbal Communication Skills

For questions 20-23, indicate:

20. Job Task: Answer inquiries from officials and representatives of various constituency groups.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

21. Job Task: Answer inquiries from the media acting as a spokesperson for the department.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

22. Job Task: Act as spokesperson for the agency before public groups and to individuals who inquire regarding the agency's activities.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

23. Job Task: Serve as the organizations official representative at meetings of constituency groups, media presentations, or high level government meetings.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #7

Writing a Wide Range of Public Relations Related Documents and Materials

For questions 24-25, indicate:

24. Job Task: Write copy for news releases, brochures, pamphlets, other official departmental publications, and material to be broadcast on radio and/or television.

How important was this job task to your previous job(s)?

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Critical |
| <input type="checkbox"/> | Moderately important |
| <input type="checkbox"/> | Slightly important |
| <input type="checkbox"/> | Not important |
| <input type="checkbox"/> | No previous experience |

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Extensive (A college degree or certification) |
| <input type="checkbox"/> | Moderate (Multiple classes but with no degree or certification) |
| <input type="checkbox"/> | Limited (Read several books or practiced some on your own) |
| <input type="checkbox"/> | None (No previous training or education) |

How long has it been since you performed this task or received your training?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Within the last year |
| <input type="checkbox"/> | More than 1 year to 2 years ago |
| <input type="checkbox"/> | More than 2 years to 5 years ago |
| <input type="checkbox"/> | More than 5 years ago |
| <input type="checkbox"/> | Never performed |

25. Job Task: Write effective press releases and alerts for radio and television broadcasts and/or media kits.

How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed

Section #7

Supervising a Diverse Workforce

For questions 26-27, indicate:

26. Job Task: Plan and direct the work efforts of staff as a team leader in order to accomplish a specific set of goals or objectives.

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Extensive (A college degree or certification) |
| <input type="checkbox"/> | Moderate (Multiple classes but with no degree or certification) |
| <input type="checkbox"/> | Limited (Read several books or practiced some on your own) |
| <input type="checkbox"/> | None (No previous training or education) |

What is your level of achievement regarding this task?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have performed this task in an officially recognized supervisor capacity and I can produce documentation from management or human resources to validate this claim. |
| <input type="checkbox"/> | I have performed this task in an officially recognized project or unit lead capacity and I can produce documentation from management or human resources to validate this claim. |
| <input type="checkbox"/> | I have performed this task in an unofficially (e.g., as a volunteer, etc.) recognized lead capacity. Documentation from management or human resources is not available to validate this claim. |
| <input type="checkbox"/> | No previous supervisory or lead experience. |

27. Job Task: Ensure compliance with and awareness of the department's Equal Employment Opportunity objectives.
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How important was this job task to your previous job(s)?

<input type="checkbox"/>	Critical
<input type="checkbox"/>	Moderately important
<input type="checkbox"/>	Slightly important
<input type="checkbox"/>	Not important
<input type="checkbox"/>	No previous experience

How much training (formal and informal) or education do you have with respect to performing this job task (either self-taught or in a classroom environment)?

<input type="checkbox"/>	Extensive (A college degree or certification)
<input type="checkbox"/>	Moderate (Multiple classes but with no degree or certification)
<input type="checkbox"/>	Limited (Read several books or practiced some on your own)
<input type="checkbox"/>	None (No previous training or education)

How long has it been since you performed this task or received your training?

<input type="checkbox"/>	Within the last year
<input type="checkbox"/>	More than 1 year to 2 years ago
<input type="checkbox"/>	More than 2 years to 5 years ago
<input type="checkbox"/>	More than 5 years ago
<input type="checkbox"/>	Never performed